



FESTIVAL ARTS CAMPAIGN LIMITED



#CES-2435268



CORK FILM FESTIVAL, 13 Bridge House,  
Saint Patrick's Quay, Co. Cork, T23 DX9K



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/02/2026



06/04/2026

## How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



## Administration Assistant - Cork Film Festival

### Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Respond to general email inquiries, answer the phone, research and database compilation. Event/ Production Support ( assist with guest and partnership attendance, support the production Manager during events).

If you would like to apply for this position please contact your local Intreo or LES office.

- **Sector:** arts, entertainment and recreation